

**DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL AGENCY OPPORTUNITY
Connecticut Careers Trainee with a Target Class of Fiscal Administrative Officer
DAS/Fiscal Division/Property Management Unit**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: DAS employees with a 4 year Bachelor's Degree; or a Master's Degree in Public Administration, Business Administration or Accounting

Location: Hartford, Connecticut

Job Posting No: 00003400

Hours: 40 Hours per Week

Salary: Bachelor's Degree \$43,353 annually or Master's Degree \$44,920 annually

Closing Date: **December 16, 2013**

The Department of Administrative Services (DAS) is seeking an internal candidate for a Connecticut Careers Trainee position with a target class of Fiscal Administrative Officer (FAO) assigned to the DAS Business Office, Property Management Unit.

Eligibility Requirement: Candidate must be a current employee of the Department of Administrative Services and also must have a 4 years Bachelor's Degree; or a Master's Degree in Public Administration, Business Administration or Accounting.

Example of Duties: Transferring, adjusting and retiring of assets, surplus of assets utilizing e-Surplus web based system; dispose of scrap electronic equipment utilizing the State contract recycling vendor, scheduling and overseeing the annual physical inventory function by location. Reconcile the scanned equipment results to the perpetual accounting records in the asset module of the State Accounting System including preparing the accounting entries needed as a result of the reconciliation to adjust the balance sheet asset account values. Oversee the maintenance of the perpetual inventory accounting records on an ongoing basis, plans office work flow, determines priorities, schedule unit tasks and oversee and review work in the functional area of asset management. Perform related duties as required.

Preferred Skills & Abilities: Asset Management experience, CORE-CT experience, Microsoft Office including Excel and Word experience, oral and written communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment and your last 2 performance evaluations to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
Attn: Eileen Morin
FAX: 860 622-2834 or email to eileen.morin@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.